



Instructions For Completing the Goals Identification Form and Annual Reporting Form

Please send your WasteWise Goals Identification Form and Annual Reporting Form to EPA at the address below, or you can fax your forms to us at 703-308-8686.

WasteWise Program
U.S. Environmental Protection Agency (5306W)
401 M Street, SW
Washington, DC 20460

Or, if you have Internet access, you can submit your forms electronically through the Partner Network of the WasteWise website
<www.epa.gov/wastewise>.

I. GOALS IDENTIFICATION FORM

Within 6 months of joining WasteWise, all partners must complete a Goals Identification Form identifying their 3-year waste reduction commitments.

- ◆ We recognize that developing substantial waste reduction goals may require time up-front for planning and coordinating efforts across operations. Therefore, EPA allows partners up to 6 months to develop 3-year goals that are the most feasible for their operations.
- ◆ We encourage you to conduct a waste assessment, if you haven't recently done so, to identify new opportunities for cutting waste. Refer to EPA's *Business Guide for Reducing Solid Waste* for assistance in conducting a waste assessment. You may also wish to refer to the *Selected Goals of WasteWise Partners*, contained in the Planning Section of the *WasteWise Toolkit*, for additional waste reduction ideas.

Available Resources

The following resources are available to assist you in completing your forms. Many of the documents are contained in your New Partner Packet or reporting packages from previous years. If you need a copy of any of the documents listed, please call the WasteWise Helpline at 1-800-EPA-WISE.

- ◆ Sample Completed Goals Identification Form
- ◆ Sample Completed Annual Reporting Form
- ◆ *Business Guide for Reducing Solid Waste*, includes such useful information as conversion tables and waste audit and measurement worksheets
- ◆ *Source Reduction Now*, published by Minnesota Office of Waste Management, includes measurement ideas
- ◆ *WasteWise Update: Measuring Waste Prevention*, December 1995 issue, includes successful measurement methods used by WasteWise partners

Public reporting burden for the Goals Identification Form is estimated to average 1 hour for filling out the form and 19 hours for reviewing waste reduction options and determining goals. Public reporting burden for the Annual Reporting Form is estimated to average 2 hours for filling out the form and 53 hours for collecting and reviewing data. No person is required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to:

Chief, Information Policy Branch, 2136
U.S. Environmental Protection Agency
401 M Street, S.W.
Washington, DC 20460

and

Office of Management and Budget
Paperwork Reduction Project
Washington, DC 20503

II. ANNUAL REPORTING FORM

*If your organization joined WasteWise before August 1, 1998, complete the 1998 Annual Reporting Form and submit it by **March 1, 1999**. If you joined after August 1, 1998, you are welcome to share your progress, but are not required to do so.*

WasteWise has not made any changes to the Annual Reporting Form for 1998. Thus, we expect that partners will be well equipped to complete the required information this year. Please note the following guidelines related to the reporting form:

- ◆ **All Sections:** Please report on activities identified in your current WasteWise Goals Identification Form. You may also report, as optional information, waste prevented or materials collected in 1998 as a result of activities initiated as previous WasteWise goals and continued in 1998, even if you did not list the activities on your current Goals Identification Form. Reliable estimates of WasteWise results, rather than highly precise measurements, are adequate for WasteWise needs.

- ◆ **Section II and IV:** We have provided lists of materials and products for you to choose from in describing your waste reduction actions. For each measured amount, please indicate just one primary material and one primary product. This will help us to better understand your waste reduction efforts, to aggregate your results with those of other partners, and to calculate the environmental benefits from your actions.
- ◆ **Section III:** Please do not include under "WasteWise Amount" any materials collected to meet a state or local recycling mandate.
- ◆ **Section IV:** *If your organization is a member of the **Buy Recycled Business Alliance (BRBA)**, you may submit a completed BRBA annual survey with 1998 data in lieu of this section. Note, however, that this information is due to EPA by March 1, 1999, which might precede the BRBA reporting date.*

If you have any comments or suggestions about the WasteWise program, please include them with your annual report or call the WasteWise helpline at 1-800-EPA-WISE (372-9473).

SHARE YOUR COST-SAVINGS SUCCESSES!

We are very interested in information that documents **COST SAVINGS** resulting from your waste reduction efforts. With your permission, we would like to share your cost-savings successes with WasteWise partners and others. If you are able, please fill in the optional cost savings information on your Annual Reporting Form.